

**Monitoring Temporary SSNs Overview**

Employees (e.g., Foreign Nationals) must submit an SS-5 Application for a Social Security card to the Social Security Administration if they do not have a Social Security Number (SSN). The “Employee Temporary Number Request” form must be completed and submitted to DHRM. A temporary number is then assigned until the permanent SSN is received.

A query was created to monitor temporary SSNs in Cardinal (V\_HR\_Monitor Temporary SSNs).

For further information on running reports and queries, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

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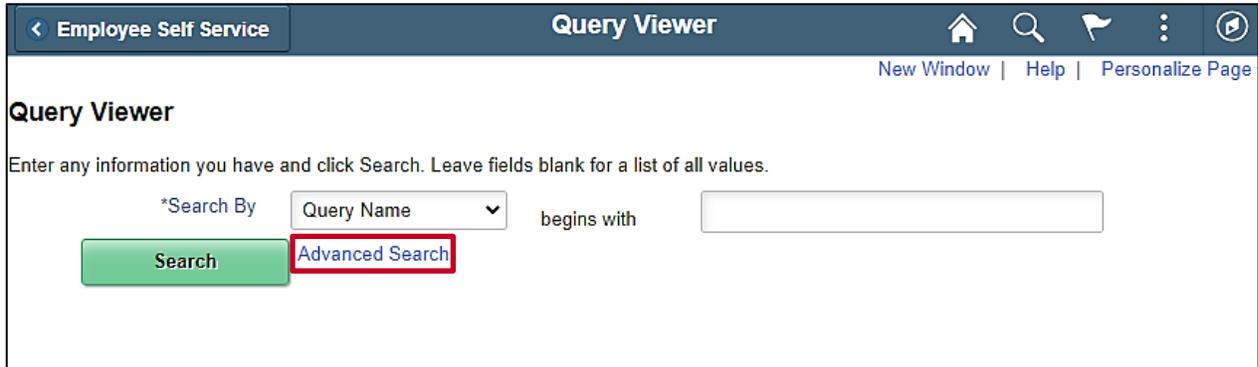
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**Monitoring Temporary SSNs**

1. Navigate to the **Query Viewer** page using the following path:

**Navigator > Reporting Tools > Query > Query Viewer**

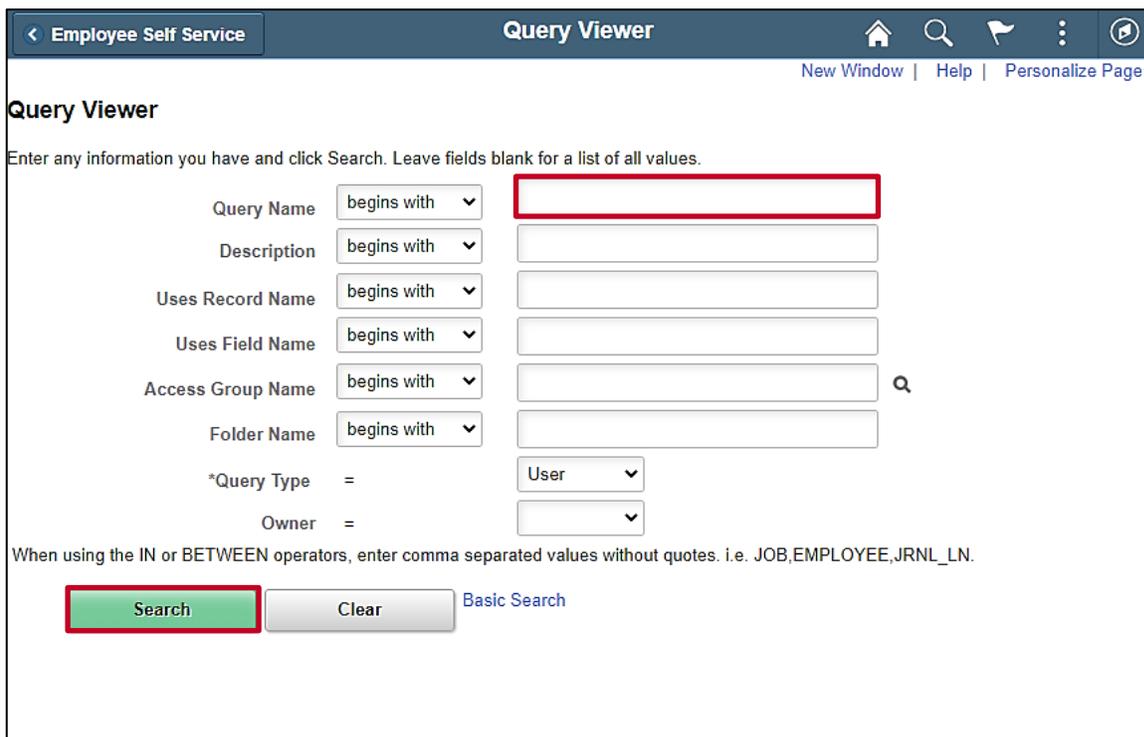
The **Query Viewer Search** page displays.



The screenshot shows the 'Query Viewer' page in the 'Employee Self Service' system. The page title is 'Query Viewer'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface includes a '\*Search By' dropdown menu set to 'Query Name', a 'begins with' label, and a text input field. There are two buttons: a green 'Search' button and a blue 'Advanced Search' button, which is highlighted with a red box.

2. Click the **Advanced Search** link.

The advanced search options display.

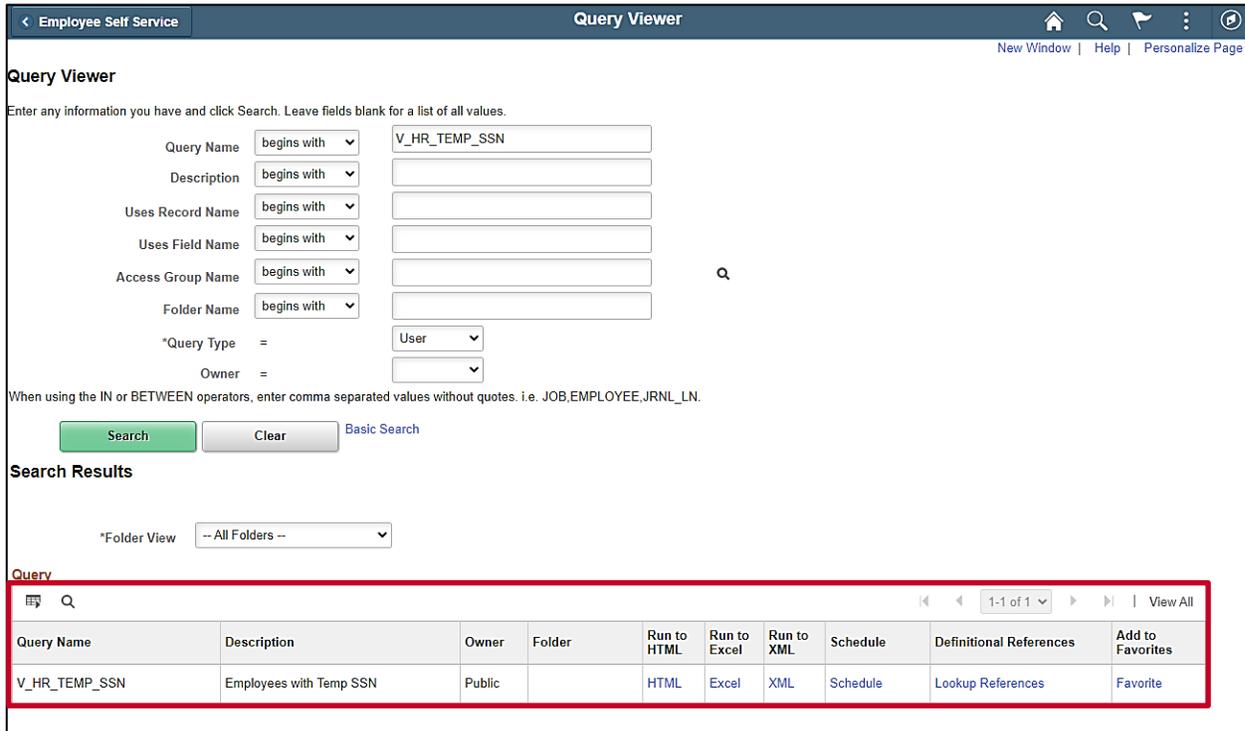


The screenshot shows the 'Query Viewer' page with advanced search options. The page title is 'Query Viewer'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface includes several fields: 'Query Name' (with a 'begins with' dropdown and a red-bordered text input field), 'Description' (with a 'begins with' dropdown and a text input field), 'Uses Record Name' (with a 'begins with' dropdown and a text input field), 'Uses Field Name' (with a 'begins with' dropdown and a text input field), 'Access Group Name' (with a 'begins with' dropdown, a text input field, and a search icon), and 'Folder Name' (with a 'begins with' dropdown and a text input field). There are also two dropdown menus for '\*Query Type' (set to 'User') and 'Owner'. Below the fields, there is a search instruction: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.' At the bottom, there are three buttons: a green 'Search' button (highlighted with a red box), a grey 'Clear' button, and a blue 'Basic Search' link.

3. Enter "**V\_HR\_TEMP\_SSN**" in the **Query Name** field.

4. Click the **Search** button.

The **Query Viewer** page refreshes and the search results are displayed.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with

Description: begins with

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

\*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

**Search Results**

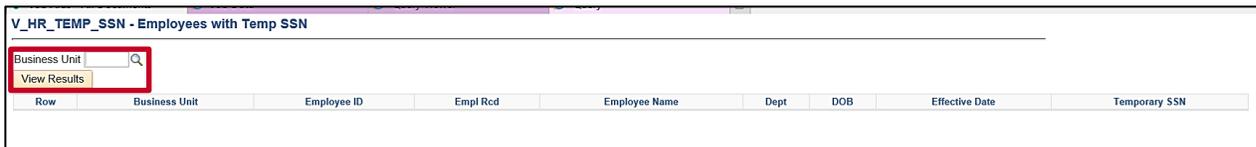
\*Folder View:

**Query**

| Query Name    | Description             | Owner  | Folder | Run to HTML          | Run to Excel          | Run to XML          | Schedule                 | Definitional References           | Add to Favorites         |
|---------------|-------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| V_HR_TEMP_SSN | Employees with Temp SSN | Public |        | <a href="#">HTML</a> | <a href="#">Excel</a> | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Lookup References</a> | <a href="#">Favorite</a> |

5. If this query is run frequently, click the **Favorite** link to add it to favorites (optional).
6. Click the desired output for the Temporary SSN Query (e.g., HTML, Excel, or XML).

The Temporary SSN Query displays in the selected output.



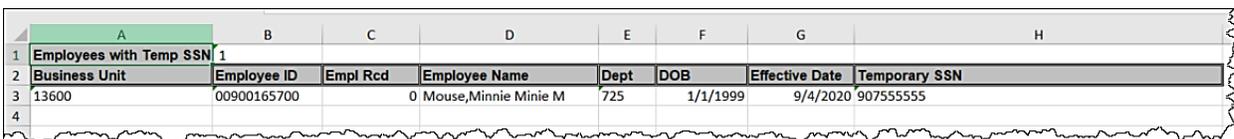
**V\_HR\_TEMP\_SSN - Employees with Temp SSN**

Business Unit

| Row | Business Unit | Employee ID | Empl Rcd | Employee Name          | Dept | DOB      | Effective Date | Temporary SSN |
|-----|---------------|-------------|----------|------------------------|------|----------|----------------|---------------|
| 1   |               |             |          |                        |      |          |                |               |
| 2   |               |             |          |                        |      |          |                |               |
| 3   | 13600         | 00900165700 | 0        | Mouse, Minnie Minnie M | 725  | 1/1/1999 | 9/4/2020       | 907555555     |
| 4   |               |             |          |                        |      |          |                |               |

7. Select the applicable Business Unit using the **Business Unit Look Up** icon.
8. Click the **View Results** button.

The Temporary SSN Query displays in the requested format (e.g., if Excel is requested, the query opens in an Excel document as in the example below).



| Business Unit | Employee ID | Empl Rcd | Employee Name          | Dept | DOB      | Effective Date | Temporary SSN |
|---------------|-------------|----------|------------------------|------|----------|----------------|---------------|
| 13600         | 00900165700 | 0        | Mouse, Minnie Minnie M | 725  | 1/1/1999 | 9/4/2020       | 907555555     |

**Note:** Contact DHRM to update an employee who displays on this list but now has a permanent SSN.